



POSITION DESCRIPTION

CLASSIFICATION TITLE Coordinator **WORK AREA** Graphics Coordinator

CLASS CODE 3310 **EFFECTIVE DATE:** December 5, 2001

FUNCTION Technical work planning, developing and producing graphic, digital and printed materials, and special graphic presentations for computer presentations.

EDUCATION AND EXPERIENCE Associates Degree in Graphics, Advertising or Industrial Art, or a closely related field and one (1) year experience in graphic or advertising art including computer generated graphics. A comparable amount of education, training, or experience may be substitutes for the minimum qualifications.

SPECIAL REQUIREMENTS Thorough knowledge of graphic, electronic graphics, printing/duplication techniques and inventory controls. Uses Freehand/Illustrator, CorelDraw, PageMaker/Quark, PhotoShop and the Microsoft Office products with emphasis on PowerPoint. Production includes photo editing, digital photography, layout and file importing and exporting between different operating systems and graphics programs.

Ability to effectively communicate both orally and in writing with all levels of management, other County employees, vendors, and the general public. Ability to apply graphic techniques to printing processes to assure quality product. Ability to exercise independent initiative and judgment towards completion of assigned duties.

ESSENTIAL FUNCTIONS *Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Coordinates and advises County departments, including county commissioners and elected officials, regarding planning and content of graphic presentations. Collaborates with the Copy Center staff on printing projects.

Plans, designs, and produces comprehensive graphic presentations, newspaper/magazine advertising, public informational and educational material including but not limited to books, brochures, general and technical illustrations, pamphlets, invitations, signs, exhibits, posters, slides, and transparencies utilizing knowledge of reproduction techniques including video, dry ink copiers, color process printing, offset printing, photography, and electronic graphics. Performs file conversion. Prepares proofs, camera -ready artwork and digital files prior to printing or publication. Assists in the preparation of specifications for graphics and printing performed by vendors. Coordinates with vendors to ensure finished product conforms to specifications.

Consults with County departments to enhance and coordinate their networking projects to the Copy Center.

Recommends to division Manager/Supervisor /Senior Coordinator when printing production should be performed in-house or by a vendor, based upon established criteria. Makes recommendations and provides justification for equipment and supplies to enhance performance and productivity. Maintains records of work performed.

Trains and supervises graphic assistants or temporary staff.

Performs other duties as assigned or as may be necessary.

WORKING CONDITIONS The work environment for this position is an office setting. Most duties are performed while sitting at a desk or workstation. The Graphic Coordinator may be exposed to printing chemicals contained in graphic art supplies and electrical and radiant energy from computer terminals.